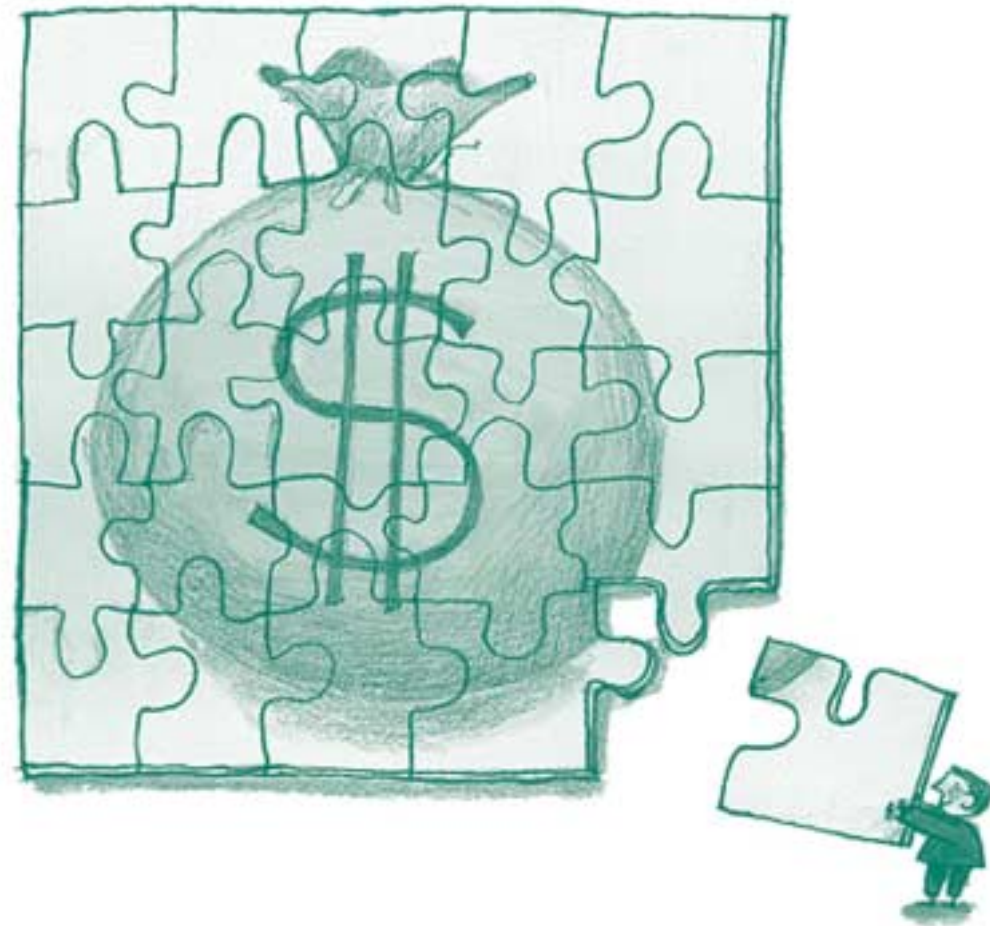


# Putting It All Together

Every day government agencies and private organizations are making decisions about who should be given a grant. If you have a good idea and a concrete plan, there is no reason it should not be you. As you get started, here are a few pointers to keep in mind:

- Look for duplication of project ideas. Your grant proposal's chance of success will increase if it doesn't duplicate other projects or agency work.
- If your project deals with local issues, look for local sources of funding, such as state agencies or local foundations. These groups are more likely to know the issues your project addresses and therefore have a greater interest.
- Make your proposal concise, interesting and neat. Reviewing boards have limited time to devote to any single proposal, so make sure your proposal gets to the point quickly, is well written and legible.

Good luck!



## Congresswoman Diana DeGette's Grant Proposal Guide



- >How to Get Started
- >Writing the Proposal
- >Pulling it All Together



As a member of Congress I am frequently asked how I can help individuals or organizations obtain funding. This is an especially important part of my work, as I know many worthy projects cannot get off the ground without

assistance. There are various sources of money for worthwhile causes, but you need to know where to look to find this assistance. And once you find it, you need to request the funds with a clear and concise presentation. My office can help you along the way.

## Q: What Is a Grant?

**A:** A grant is a monetary award provided to an organization or an individual for a specific project or program. Grants are provided by private organizations and state sources, as well as the federal government. These organizations set aside funds that are available through a specific request or proposal. As you search for financial assistance, it will be important to carefully review the grant provider's stated purpose. Grant programs are designed to meet specific needs, and your success depends upon writing a proposal that will mesh well with the grantor's intended goals.

## Q: How Do I Get Started?

**A:** Start with research. Start by thinking about what you hope to accomplish. Your request for funding will require you to explain the purpose of your project, how you propose to carry it out, and what you expect the result to be. Once you have these concepts clearly in mind, or better yet on paper, you are ready to search for grants.

The best single source of information on federal programs is the Catalog of Federal Domestic Assistance. This catalog describes more than 1,300 grant programs. This government publication is available in many libraries, and describes programs that provide funds or other assistance to state and local governments, public agencies and organizations. You can find it online at (<http://www.cfda.gov>.) Many other references on government grants are available through research or university libraries. One of those sources is the Federal Register, available online at ([http://access.gpo.gov/su\\_docs/aces/aces140/html](http://access.gpo.gov/su_docs/aces/aces140/html).)

## Q: How Do I Write the Proposal?

**A:** The proposal itself needs to be well prepared and thoughtfully planned. You need to remember that you are asking an organization to place its resources and its trust in your project. Therefore you need to present your project in a way that is credible and compelling. Some grant programs require you to submit your application on a particular form or in a particular format. You may want to ask another person to review your writing for clarity and logic. Your proposal will need to contain a summary, a problem statement, project objectives and a budget.

The process can be intimidating, but there are many resources to help you. Entire books have been written on the art of grant writing. One of the best resources is on the Catalog of Federal Domestic Assistance home page, cited earlier. Other references on grant writing can be found in your local library.

## Q: How Can Rep. DeGette Help?

**A:** Your chances for success in getting a grant can be improved with community support. My office may be able to lend my support to your grant proposal in this area. If your proposal is promising and reasonable, I may write a letter of support to be attached to your submission. My office may also be able to recommend other professional or academic groups you can contact for support. In some cases, my office can even provide follow-up help, such as calling a government agency or arranging a meeting with agency officials.

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**NOTE:** Due to security, mail sent to our office is being delayed.

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